

**SUMMARY OF THE  
NELAC BOARD OF DIRECTORS MEETING  
SEPTEMBER 10, 2003**

The Board of Directors of the National Environmental Laboratory Accreditation Conference (NELAC Board) met by teleconference on September 10, 2003, at 11:00 a.m. Eastern Time. Chair Mr. Wayne Davis, Director of the South Carolina Department of Health and Environmental Control, Office of Environmental Laboratory Certification, led the meeting. The agenda for this meeting is shown in Attachment A from the September 4, 2003 meeting that was deferred to this special meeting session. Participation for this meeting involved most NELAC Board members for different periods of time, so an official list was not maintained, however, the listing of NELAC Board members is shared in Attachment C.

**WELCOME & ANNOUNCEMENTS**

Mr. Davis began the meeting by thanking all the NELAC Board members for participation in an additional meeting. Everyone agree that it was a very important follow-up session and there were plenty of agenda items not covered in the previous meeting. He also took the opportunity to remind Board members that the NELAC Board meeting for October will be moved up to the first week in October instead of the second.

**FOLLOW UP TO A2LA FACE-TO-FACE MEETING**

Ms. Autry took this time to update the NELAC Board on the meeting that she had with Peter Unger, President of A2LA on Monday, September 8, 2003. Although this discussion took about three-fourths of the meeting time, the subject was considered an executive matter and no further minutes were taken.

**UPDATE – NELAC WEBSITE**

Ms. Autry made the NELAC Board aware that discussions about the resources and time involved in making the improvements to the NELAC Website were underway now that she had put together a draft template for designers to see.

**UPDATE – NATIONAL DATABASE**

Ms. Autry noted for the NELAC Board that the beta testing with the Accrediting Authorities had been completed. A meeting was scheduled for Thursday, September 11, 2003 between Henry Longest and Ramona Travato to discuss the final product OEI would be giving to NELAP.

**ACCREDITATION RENEWALS – NELAC ACCREDITING AUTHORITIES**

Ms. Autry made the NELAC Board aware that all renewal letters by the NELAC Standard in Chapter 6 had to be mailed prior to October 6, 2003 and that was on schedule to be done. As the schedules unfolded, the NELAC Board would be kept informed.

**NEXT MEETING**

The next regularly scheduled meeting of the NELAC Board is October 9, 2003, however, that was changed to Thursday, October 2, 2003, at 1:30 p.m Eastern Time, by teleconference.

**NELAC BOARD OF DIRECTORS TELECONFERENCE AGENDA  
September 4, 2003**

- 1)** Welcome, Role-Call and Announcements
- 2)** Minutes of the August 14, 2003 Teleconference (done 9/4/03)
- 3)** Follow-Up to Dr. Mark Carter's (ERA) E-Mail Letter (done 9/4/03)
- 4)** Meeting Update --- EPA \ NIST/NVLAP \ PT Providers (done 9/4/03)  
Cincinnati, Ohio – August 28, 2003
- 5)** Update – NELAC Website
- 6)** Update – National Database
- 7)** Update – NELAC 9i
- 8)** Accreditation Renewals – NELAC Accrediting Authorities
- 9)** NELAC Standard vs. NELAC Standards (carried over)
- 10)** Issues Associated with the Incorporation of Standard(s) Developed by Organizations External to the NELAC Into the NELAC Standard (carried over)
- 11)** Comments/New Issues From the Floor
- 12)** Adjourn

**Attachment B**

**NEW ACTION ITEMS  
NELAC BOARD OF DIRECTORS/CHAIRS  
SEPTEMBER 10, 2003**

<b>Item No.</b>	<b>Action</b>	<b>Due</b>
1	None	

**LIST OF PARTICIPANTS  
NELAC BOARD OF DIRECTORS AND CHAIRS MEETING  
SEPTEMBER 10, 2003**

<b>Name</b>	<b>Affiliation</b>	<b>Address</b>
Mr. R. Wayne Davis Chair	SC/DHEC Office of Environmental Lab Certification	T: (803)896-0972 F: (803)896-0850 E: davisrw@dhec.sc.gov
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Mr. John Duncan Acting Executive Secretary	USEPA	T: (919)541-2187 F: (919)541-2357 E: duncan.john@epa.gov
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<b>Dr. Gene Tatsch (Contractor Support) (absent – stop work)</b>	<b>RTI International</b>	<b>T: (919) 541- 6930 F: (828) 628- 0659 E: cet@rti.org</b>